COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Communications Squadron (CBCS) Mission Support Flight whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the CBCS Mission Support function. This standard applies to all ANG Combat Communications Squadrons with the exception of 114CBCS, 222CBCS, 224CBCS, 234CBCS, 244CBCS, and the 290CBCS. This standard does not apply to Combat Communications Groups. This standard does not apply to Combat Readiness Training Centers (CRTCs). This standard is applicable to peacetime operations only. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements,* and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME / Operating Location TN [OLTN]), 3000 Handly Avenue, McGhee Tyson ANG Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. STANDARD DATA.

1.1. Approval Date: 14 March 2005

1.2. Man-hour Data Source: The Operational Audit (historical record/technical estimate) technique was used to collect/determine man-hour data.

1.3. Man-hour Equation: $Y = 25.22 + 10.53X$.

1.4. Workload Factor (WLF).

    1.4.1. Title: A Military Authorization Supported.

    1.4.2. Definition: The average monthly number of military authorizations supported.

    1.4.3. Source: Unit Manpower Document (UMD) (34 Command File Part B) maintained by ANG Full Time Requirements (ANG/XPMR).

    1.4.4. Points of Contact.

        1.4.4.1. Functional: Lt Col James S. Hutchinson, and Maj William Stegemerten, ANG/C4CC

        1.4.4.2. Manpower: Maj Brian Cotton, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS.

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF (times the overload factor). Round the fractional manpower up to the next whole number.

2.3. Step 3. Upper and Lower Extrapolation Limits:

    2.3.1. $Y_U = 2663.88$.

    2.3.2. $Y_L = 1013.95$.

2.4. Step 4. Air Force Specialty Codes (AFSC) Requirement. Use the Manpower Table at Attachment 3 to determine required AFSC.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days and one eight-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

                                           DANIEL JAMES III, Lieutenant General, USAF
                                           Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 21-116, *Maintenance Management of Communications-Electronics*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Abbreviations and Acronyms

AEF - Aerospace Expeditionary Force

AF - Air Force

AFEMS - Air Force Equipment Management System

AFSC - Air Force Specialty Codes

AFSORTS - Air Force Status of Resources and Training System

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

ART - Air Reserve Technician

AWP - Awaiting Parts

CA/CRL - Custodian Authorization/Custody Receipt Listing

CAMS - Computer Automated Management System

C-BAG - Chemical Warfare Bag

CBCS - Combat Communications Squadron

CDI - Conditioned Diphase

COTS - Commercial Off the Shelf

CTC - Combat Theater Communications

CTN - Crypto Logic Technician Networks

CTN/WC - Crypto Logic Technician Networks – Weapons Control

DIFM - Due In From Maintenance

DRMO - Defense Re-Utilization and Marketing Office

EIP - Equipment Inoperative Program

ESD - Educational Services Division

ESR - Equipment Serial Numbers

FAC - Functional Account Code

FEDLOG - Federal logistics Record

FO - Fiber Optic

FOB - Found on Base

FCO - Field Change Order

HVAC - Heating, Ventilation, and Air Conditioning

ID - Identification

IMDS - Integrated Maintenance Data System

I&SG - Inter-changeable Substitute Group

LOGDET - Logistics Detail

MAF - Man-hour Availability Factor

MDR - Material Deficiency Report

MEP - Management Engineering Program

MRSP - Mobile Readiness Spares Package

NRZ - Non-Return-to Zero

PMI - Preventive Maintenance Inspection

PMRP - Precious Metals Recovery Program

POD - Process Oriented Description

SBSS - Software Based Secondary System

SPRAM - Special Purpose Recoverable Authorized Maintenance

SORTS - Status of Resources and Training System

SSLSM - Single Service Logistics Support Management/Manager

TCTO - Time Compliance Technical Order

TDC - Theater Deployable Communications

TMDE - Test, Measurement and Diagnostic Equipment

TTT - Target Transmission Time

TDY - Temporary Duty Travel

UMD – Unit Manpower Document

UTA - Unit Training Assembly

UTC - Unit Type Code

WC - Weapons Control

WLF - Workload Factor

WRM - War Readiness Material

WTA - Work Center Task Assignment

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and processes.

Attachment 2

PROCESS ORIENTED DESCRIPTION
SYSTEMS FLIGHT

A2.1. Listing of Functional Processes.

TASK NO.	PROCESS
1.	SUPERVISION:
1.1.	ADMINISTERS PERSONNEL.
1.2.	RATES PERFORMANCE.
1.3.	NOMINATES PERSONNEL FOR AWARDS.
1.4.	DEVELOPS POLICY AND PROCEDURE.
1.5.	INFORMS PERSONNEL.
1.6.	REVIEWS DISTRIBUTION.
1.7.	ATTENDS WEEKLY STAFF MEETING.
1.8.	ATTENDS MONTHLY PRE-UNIT TRAINING ASSEMBLY MEETING.
1.9.	RECEIVES AND ESCORTS OFFICIAL VISITORS.
2.	CRYPTOLOGIC TECHNICIAN NETWORKS - WEAPONS CONTROL (CTN-WC) NETWORK SYSTEM FLIGHT:
2.1.	MAINTAINS NON-COMMERCIAL OFF THE SHELF (COTS) EQUIPMENT.
2.1.1.	PERFORMS NON-COTS EQUIPMENT INSTALLATION.
2.1.2.	PERFORMS NON-COTS EQUIPMENT MAINTENANCE.
2.1.2.1	PERFORMS NON-COTS EQUIPMENT SCHEDULED MAINTENANCE.
2.1.2.2.	PERFORMS NON-COTS UNSCHEDULED MAINTENANCE.
2.1.2.3.	PERFORMS NON-COTS PERIODIC OPERATIONAL CHECK.
2.1.2.4	PERFORMS NON-COTS SPECIAL MAINTENANCE.
2.1.2.4.1	PERFORMS NON-COTS TECHNICAL INSPECTION.
2.1.2.4.2.	PERFORMS NON-COTS TIME COMPLIANCE TECHNICAL ORDER (TCTO).

TASK NO.	PROCESS
2.2.	MAINTAINS COTS EQUIPMENT.
2.2.1.	CREATES, IMPLEMENTS, AND UPDATES AN OVERALL COTS MAINTENANCE AND SUSTAINMENT PLAN.
2.2.2.	PERFORMS COTS EQUIPMENT INSTALLATION.
2.2.3.	PERFORMS COTS MAINTENANCE.
2.2.3.1.	CONFIGURES ALL MODULES AND DEVICES.
2.2.3.2.	INTERCONNECTS ALL MODULES AND DEVICES.
2.2.3.3.	PROGRAMS ALL MODULES AND DEVICES.
2.2.3.4.	TROUBLESHOOTS AND DIAGNOSES SYSTEM FAULTS.
2.2.3.5.	OBTAINS A WORK ORDER NUMBER AND OPENS A LOCAL JOB.
2.2.3.6.	CONFIGURES AND PROGRAMS NON-RETURN -TO-ZERO (NRZ) TO CONDITIONED DIPHASE (CDI) MODEM.
2.2.3.7.	INSTALLS AND CONFIGURES THE LOCAL MANAGEMENT DEVICE (E.G., LAPTOP).
2.2.3.8.	FABRICATES, TESTS, AND REPAIRS FIBER OPTIC (FO) CABLES.
2.3.	PERFORMS CONFIGURATION MANAGEMENT.
2.3.1.	MAINTAINS FACILITY RECORDS.
2.3.2.	MAINTAINS SYSTEM OR EQUIPMENT HISTORICAL FILES.
2.3.3.	DOCUMENTS ALL SINGLE SERVICE LOGISTICS SUPPORT MANAGEMENT/MANAGER (SSLSM) ACTIONS IN APPROPRIATE HISTORICAL RECORDS.
2.3.4.	MAINTAINS THE TCTO HISTORY.
2.4.	PERFORMS WORK CENTER ADMINISTRATION.
2.4.1.	CONDUCTS ELECTRONIC RESEARCH.
2.4.2.	MAINTAINS INVENTORY OF ALL ASSIGNED COTS C-E EQUIPMENT.
2.4.3.	MAINTAINS A MAP FILE.

TASK NO.	PROCESS
2.4.4.	MAINTAINS SITE INFORMATION FOLDERS.
2.5.	MANAGES DEPLOYMENT PROCESS.
2.5.1.	PLANS AND PREPARES DEPLOYMENT.
2.5.2.	EXECUTES DEPLOYMENT.
2.5.3.	PERFORMS DEPLOYMENT RECOVERY.
2.6.	PERFORMS WORK CENTER SUPPLY MANAGEMENT.
2.6.1.	ORDERS MATERIALS AND SUPPLIES.
2.6.2.	MANAGES DUE IN FROM MAINTENANCE (DIFM).
2.6.3.	MANAGES BENCH STOCK.
2.6.4.	MANAGES CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTING (CA/CRL) AND SPECIAL PURPOSE RECOVERABLES AUTHORIZED MAINTENANCE (SPRAM).
2.6.5.	MANAGES TCTO KITS.
2.6.6.	MANAGES WORK ORDER RESIDUE.
2.6.7.	MANAGES FORWARD SUPPLY POINT.
2.7.	PERFORMS CORROSION CONTROL PROGRAM.
2.7.1.	PREPARES UNIT.
2.7.2.	PAINTS UNIT.
2.7.3.	STENCILS UNIT.
2.7.4.	PERFORMS OPERATIONAL CHECK AS NECESSARY.
2.8.	MAINTAINS ELECTRO-STATIC DISCHARGE (ESD).
2.9.	MANAGES TEST, MEASUREMENT AND DIAGNOSTIC EQUIPMENT (TMDE) PROGRAM.
2.10.	ADMINISTERS MAINTENANCE STANDARDIZATION EVALUATION PROGRAM.

TASK NO.	PROCESS
3.	COMBAT THEATER COMMUNICATIONS (CTC) FLT PRODUCTION CONTROL:
3.1.	MANAGES MAINTENANCE CONTROL ACTIVITIES.
3.1.1.	REVIEWS REPORTS AND STATISTICAL DATA.
3.1.1.1.	COLLECTS INCIDENT REPORTS FOR TREND ANALYSIS AND REPORTS TO COMMANDER.
3.1.1.2.	REVIEWS LOCAL PREVENTIVE MAINTENANCE INSPECTION (PMI) WORK CARDS ESTABLISHED FOR SCHEDULING OF THEATER DEPLOYABLE COMMUNICATIONS (TDC)-COTS.
3.1.2.	PLANS AND SCHEDULES MAINTENANCE ACTIVITIES.
3.1.2.1.	MANAGES MONTHLY MAINTENANCE PLANS AND PROGRAMS.
3.1.2.2.	MONITORS/SCHEDULES ALL MAINTENANCE ACTIONS, SCHEDULED OR UNSCHEDULED.
3.1.2.3.	MANAGES PMI SCHEDULES AND WORK DEFERRAL PROGRAMS.
3.1.2.4.	CREATES JOB CONTROL NUMBERS AND SCHEDULES JOBS EITHER MANUALLY OR VIA COMPUTER AUTOMATED MANAGEMENT SYSTEM (CAMS).
3.1.2.5.	MANAGES DEPOT MAINTENANCE PROGRAM.
3.1.2.5.1.	COORDINATES WITH OUTSIDE AGENCIES TO SCHEDULE DEPOT LEVEL MAINTENANCE ACTIVITIES.
3.1.2.5.2.	MAINTAINS OUTYEAR DEPOT MAINTENANCE SCHEDULE.
3.1.2.6.	MANAGES OPEN MAINTENANCE RECONCILIATION PROCESS IN COORDINATION W/ MATERIEL CONTROL AND WORK CENTERS.
3.1.2.7.	MANAGES MAINTENANCE ACTIVITY JOB PRIORITY PROCESS TO ENSURE MISSION READINESS.
3.1.2.7.1.	COORDINATES ANTICIPATED MISSION DOWNTIME WITH AFFECTED WORK CENTERS.
3.1.2.7.2.	ANALYZES EQUIPMENT STATUS DEFICIENCIES TO IDENTIFY AND SUGGEST WORKAROUNDS TO MINIMIZE MISSION DEGRADATION.

TASK NO.	PROCESS
3.1.2.8.	CONDUCTS WEEKLY MAINTENANCE MEETINGS WITH WORK CENTERS.
3.1.3.	CREATES AND MAINTAINS DOCUMENTATION.
3.1.3.1.	MANAGES TIME COMPLIANCE TECHNICAL ORDER (TCTO) PROCESS.
3.1.3.2.	MANAGES FIELD CHANGE ORDER (FCO) PROCESS.
3.1.3.3.	GENERATES AND MAINTAINS AUTOMATED IDENTIFICATION (ID) LISTING.
3.1.3.4.	MAINTAINS LOCALLY ASSIGNED MISSION ESSENTIAL EQUIPMENT SERIAL NUMBERS (ESR) LIST.
3.1.3.5.	MANAGES ESR REPORTING PROCESS.
3.1.4.	MAINTAINS STATUS VISIBILITY OF C-E EQUIPMENT.
3.1.5.	MANAGES COMMUNICATIONS GROUND SUPPORT EQUIPMENT.
3.1.6.	MANAGES UNIT CAMS OR OTHER AUTOMATED DIRECTED MAINTENANCE DATABASE.
3.1.6.1.	MAINTAINS AND PROCESSES CAMS ACCOUNT ACCESS.
3.1.6.2.	PLANS FOR AND DEVELOPS LOCAL TRAINING AND INSTRUCTIONS ON CAMS UTILIZATION.
3.1.6.3.	MANAGES UNIT LEVEL INTEGRATED MAINTENANCE DATA SYSTEM (IMDS) PROGRAM.
3.1.6.4.	PLANS FOR AND PROGRAMS FOR NEW AUTOMATED MAINTENANCE SUPPORT ACTIVITIES AND DATABASE SUPPORT.
3.1.7.	MANAGES COTS MAINTENANCE PROCESS IN ACCORDANCE WITH AFI 21-116, *MAINTENANCE MANAGEMENT OF COMMUNICATIONS-ELECTRONICS*.
3.1.7.1	DEVELOPS LOCAL COTS MAINTENANCE PROGRAMS.
3.1.7.2.	PLANS FOR AND PROGRAMS FOR UNIQUE SYSTEMS REPORTING DESIGNATORS FOR NEW SYSTEMS NOT LOADED IN CAMS.
3.1.8.	MANAGES UNIT LEVEL EQUIPMENT CANNIBALIZATION PROGRAM.
3.2.	MANAGES STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)/AEF REPORTING TOOL (ART) REPORTING PROGRAMS.

TASK NO.	PROCESS
3.2.1.	COLLECTS, COMPILES, AND REPORTS SORTS IN AIR FORCE STATUS OF RESOURCES AND TRAINING SYSTEM (AFSORTS).
3.2.2.	COLLECTS, COMPILES, AND REPORTS UNIT STATUS IN ART.
3.2.3.	MANAGES UNIT MANNING DOCUMENT.
3.3.	MANAGES DOC ASSIGNED MANAGEMENT UNIT TYPE CODE (UTC).
3.3.1.	MANAGES LOGISTICS DETAIL (LOGDET).
3.3.2.	PERFORMS PRE-DEPLOYMENT PREPARATIONS AND PLANNING.
3.3.3.	PERFORMS POST-DEPLOYMENT/RECOVERY RECONSTITUTION.
3.4.	MANAGES MAINTENANCE CONTROL WORK CENTER.
3.4.1.	MANAGES ACTIVITIES OF ASSIGNED DRILL STATUS GUARDSMEN.
3.4.2.	MANAGES TRAINING PROGRAM FOR ASSIGNED DRILL STATUS GUARDSMEN.
3.4.3.	MAINTAINS TECHNICAL CURRENCY ON ASSIGNED SYSTEMS.
3.4.4.	TEACHES TRAINING CLASSES FOR SORTS REPORTING.
3.4.5.	TEACHES TRAINING CLASSES ON CAMS DOCUMENTATION.
3.5	UNIT LEVEL TRAINING.
3.5.1.	DEVELOPS CURRICULUM AND INSTRUCTS SORTS REPORTING CLASSES.
3.52.	DEVELOPS AND INSTRUCTS CAMS USER AND DOCUMENTATION TRAINING.
3.5.3.	UP LOADS TASK TRAINING TABLE (TTT) AND WORK CENTER TASK ASSIGNMENT (WTA) IN SUPPORT OF WORK CENTERS.
3.5.4.	PRINTS AND BRIEFS COMMANDER ON TRAINING VISIBILITY MONTHLY.
3.6.	MANAGES UNITS TMDE PROGRAM.
4.	CTC FLT POWER PRO- DIRECT. PEACETIME:
4.1.	COMPLETES POWER PRODUCTION EQUIPMENT MAINTENANCE.

TASK NO.	PROCESS
4.1.1.	MAINTAINS SMALL GENERATOR (5KW OR LESS).
4.1.1.1.	PERFORMS SMALL GENERATOR INSTALLATION.
4.1.1.2.	PERFORMS SMALL GENERATOR MAINTENANCE.
4.1.1.2.1.	PERFORMS SCHEDULED MAINTENANCE.
4.1.1.2.2.	PERFORMS UNSCHEDULED MAINTENANCE.
4.1.1.2.3.	PERFORMS PERIODIC OPERATIONAL CHECK.
4.1.1.2.4.	PERFORMS SPECIAL MAINTENANCE.
4.1.1.2.4.1.	PERFORMS TECHNICAL INSPECTION.
4.1.1.2.4.2.	PERFORMS TIME COMPLIANCE TECHNICAL ORDER (TCTO).
4.1.2.	MAINTAINS LARGE (5KW OR GREATER) GENERATOR.
4.1.2.1.	PERFORMS LARGE GENERATOR INSTALLATION.
4.1.2.2.	PERFORMS LARGE GENERATOR MAINTENANCE.
4.1.2.2.1.	PERFORMS LARGE GENERATOR SCHEDULED MAINTENANCE.
4.1.2.2.2.	PERFORMS UNSCHEDULED MAINTENANCE.
4.1.2.2.3.	PERFORMS PERIODIC OPERATIONAL CHECK.
4.1.2.2.4.	PERFORMS SPECIAL MAINTENANCE.
4.1.2.2.4.1.	PERFORMS TECHNICAL INSPECTION.
4.1.2.2.4.2.	PERFORMS TIME COMPLIANCE TECHNICAL ORDER (TCTO).
4.2.	MAINTAINS HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) EQUIPMENT.
4.2.1.	PERFORMS HVAC INSTALLATION.
4.2.2.	PERFORMS HVAC MAINTENANCE.
4.2.2.1.	PERFORMS HVAC SCHEDULED MAINTENANCE.
4.2.2.2.	PERFORMS UNSCHEDULED MAINTENANCE.

TASK NO.	PROCESS
4.2.2.3.	PERFORMS SPECIAL MAINTENANCE.
4.2.2.4.	PERFORMS TECHNICAL INSPECTION.
4.2.2.5.	PERFORMS TIME COMPLIANCE TECHNICAL ORDER (TCTO).
4.2.3.	MANAGES TECHNICAL ORDER SUB ACCOUNT MAINTENANCE.
4.2.4.	MANAGES DEPLOYMENT.
4.2.4.1.	PERFORMS DEPLOYMENT PLANNING.
4.2.4.2.	PERFORMS DEPLOYMENT EXECUTION.
4.2.4.3.	PERFORMS POST DEPLOYMENT TASKS.
4.2.5.	WORK CENTER SUPPLY MANAGEMENT.
4.2.5.1.	MANAGES DIFM.
4.2.5.2.	MANAGES BENCH STOCK.
4.2.5.3.	MANAGES CA/CRL AND SPRAM.
4.2.5.4.	MANAGES TCTO KITS.
4.2.5.5.	MANAGES WORK ORDER RESIDUE.
4.2.5.6.	MANAGES FORWARD SUPPLY POINT.
4.2.6.	CORROSION CONTROL PROGRAM.
4.2.6.1.	PREPARES UNIT.
4.2.6.2.	PAINTS UNIT.
4.2.6.3.	STENCILS UNIT.
4.2.6.4.	PERFORMS OPERATIONAL CHECK AS NECESSARY.
4.2.7.	MANAGES POWER DISTRIBUTION.
4.2.7.1.	ENGINEERS AND BUILDS POWER PANELS AND POWER DISTRIBUTION SYSTEMS.
4.2.7.2.	BUILDS POWER CABLES.

TASK NO.	PROCESS
4.2.7.3.	ENGINEERS AND BUILDS POWER JUNCTION BOXES.
4.2.7.4.	DOCUMENTS POWER CONFIGURATION.
4.2.7.5.	ENGINEERS AND INSTALLS SIGNAL, LIGHTNING AND POWER GROUNDING SYSTEMS.
4.2.8.	MANAGES TEST, MEASUREMENT AND DIAGNOSTIC EQUIPMENT (TMDE).
5.	SUPPLY:
5.1.	MANAGES MATERIAL CONTROL.
5.1.1.	PERFORMS MATERIAL CONTROL OPERATION.
5.1.2.	MANAGES NON-SBSS REQUIREMENTS.
5.2.	FUNCTIONS AS UNIT SUPPLY LIAISON.
5.2.1.	DETERMINES ISSUE EFFECTIVENESS.
5.2.2.	PERFORMS MANAGER DUTIES.
5.2.3.	INITIATES IN-PROCESSING MATERIAL DEFICIENCY REPORT (MDR) WHEN ASSET IS RECEIVED DAMAGED OR DEFECTIVE.
5.2.4.	TAKES ACTION ON NON-RECEIPT OF ITEMS.
5.2.5.	ESTABLISHES AND MAINTAINS DUE IN FROM MAINTENANCE (DIFM) ITEM PROGRAM.
5.2.6.	ASSISTS WORK CENTERS IN IDENTIFYING INTERCHANGEABLE AND SUBSTITUTE GROUP (I&SG).
5.2.7.	COORDINATES WITH APPROPRIATE ACTIVITY TO ENSURE ALL REQUIRED ACTIONS OCCUR WITH TCTO KIT PROCESSING.
5.2.8.	VALIDATES AND UPDATES CODE FOR NEW AND ESTABLISHED EQUIPMENT.
5.2.9.	PERFORMS SUPPLY ASSISTANCE VISIT TO ALL WORK CENTERS.
5.3.	PERFORMS DEMAND PROCESSING ACTIVITIES.
5.4.	PERFORMS UNIT BENCH STOCK DUTIES.

TASK NO.	PROCESS
5.5.	EQUIPMENT MANAGEMENT ACTIVITIES.
5.5.1.	RECEIVES AND REVIEWS EQUIPMENT REQUEST.
5.5.2.	FORWARDS REQUEST TO STANDARD BASE SUPPLY SYSTEM (SBSS).
5.5.3.	RESEARCHES EQUIPMENT REQUESTS FOR NEW OR REVISED AUTHORIZATIONS IN AIR FORCE EQUIPMENT MANAGEMENT SYSTEM (AFEMS)
5.5.4.	PROCESSES CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTING (CA/CRL).
5.6.	MANAGES MATERIAL.
5.6.1.	PROCESSES INCOMING SUPPLIES AND EQUIPMENT.
5.6.2.	RECEIVES DIRECT SHIPMENT.
5.6.3.	SHIPS OUTGOING SUPPLIES AND EQUIPMENT.
5.6.4.	PROCESSES REPAIRABLE ASSET.
5.6.5.	COORDINATES REUSABLE CONTAINER PROGRAM.
5.6.6.	PROCESSES CONDEMNED ITEM. PREPARES DOCUMENTATION TO TURN IN ITEM TO DEFENSE RE-UTILIZATION AND MARKETING OFFICE (DRMO).
5.7.	MAINTAINS CLOTHING AND INDIVIDUAL EQUIPMENT ACCOUNTS.
5.7.1.	ORDERS UNIT ORGANIZATIONAL CLOTHING AND EQUIPMENT.
5.7.2.	ISSUES CLOTHING, RECEIVES REQUEST, VALIDATES REQUEST, BACK ORDERS REQUEST.
5.7.3.	PROCESSES ITEMS FOR OFF-BASE REPAIR/CLEANING.
5.7.4.	PROCESSES SEPARATIONS OF INDIVIDUAL.
5.8.	MONITORS SMALL ARMS WEAPONS STORAGE.
5.8.1.	ISSUES WEAPON.
5.8.2.	RECEIVES WEAPON.
5.8.3.	MONITORS SMALL ARMS INSPECTION AND SEALING.

TASK NO.	PROCESS
5.9.	MANAGES MUNITIONS.
5.9.1.	DETERMINES MUNITIONS REQUIREMENT.
5.9.2.	PERFORMS MUNITIONS INVENTORY.
5.9.3.	ISSUES MUNITIONS.
5.9.4.	RECEIVES MUNITIONS.
5.9.5.	REQUESTS SPECIAL LEVEL.
5.9.6.	PROCESSES MOBILITY SMALL ARMS REQUIREMENT.
5.10.	CONTROLS MOBILITY BAGS.
5.10.1.	MANAGES MOBILITY BAGS.
5.10.2.	COORDINATES MOVEMENT OF MOBILITY BAGS.
5.10.3.	PERFORMS INSPECTION.
5.10.4.	MANAGES MICAS OR OTHER AUTOMATED INVENTORY MOBILITY BAG SYSTEM.
5.10.5.	ISSUES AND RECEIVES KITS.
5.10.6.	MANAGES CHEMICAL WARFARE BAG (C-BAG).
5.11.	INSPECTS FOUND ON BASE (FOB) PROPERTY.
5.12.	MANAGES MAINTENANCE FUNCTIONAL CHECK PROGRAM.
5.13.	INITIATES ORGANIZATIONAL REFUSAL.
5.14.	MANAGES WAR READINESS MATERIAL (WRM).
5.14.1.	STORES ALL WRM.
5.14.2.	MAINTAINS WRM INFORMATION ON COMPUTER RECORD.
5.14.3.	MANAGES 463L PALLET AND NET PROGRAM.
5.15.	MANAGES MOBILITY READINESS SPARES PACKAGES (MRSP).
5.16.	COORDINATES EQUIPMENT AUTHORIZED IN-USE DETAIL INVENTORY.

TASK NO.	PROCESS
5.16.1.	DISTRIBUTES CA/CRL.
5.16.2.	PERFORMS INVENTORIES.
5.17.	UPDATES OF CAMS OR OTHER AUTOMATED SYSTEM.
5.18.	CONTROLS REPAIR CYCLE ASSETS.
5.19.	MONITORS UNIT AWAITING PARTS (AWP) AND EQUIPMENT INOPERATIVE PROGRAM (EIP) FOR PARTS.
5.20.	MANAGES THE CRITICAL ITEM PROGRAM.
5.21.	SERVES AS THE ZERO OVERPRICING MONITOR.
5.22.	MANAGES THE UNIT PRECIOUS METALS RECOVERY PROGRAM (PMRP).
5.23.	MANAGES THE TURN-AROUND PROGRAM.
5.24.	MANAGES THE UNIT TEST EQUIPMENT PROGRAM.
5.25.	MANAGES DEPLOYMENT ACTIONS.
5.25.1.	PERFORMS DEPLOYMENT PLANNING.
5.25.2.	PERFORMS DEPLOYMENT EXECUTION.
5.25.3.	PERFORMS POST DEPLOYMENT TASKS.
5.26.	TECHNICAL ORDER SUB-ACCOUNT MAINTENANCE.
5.27.	PREPARES MATERIAL FOR FEDLOG TRAINING.
6.	UTA PREPARATION
7.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

WORK CENTER/FAC System Flight/38A1CB			APPLICABILITY MAN-HOUR RANGE 1013.95– 2663.88 (9 - 16)								
Air Force Specialty Title	**AFSC**	**Grade**	**Manpower Requirement**								
Supervisory Information Technology Specialist	2E000	CIV	1	1	1	1	1	1	1	1	1
Telecommunications Specialist	2E1X1	CIV	1	1	1	1	1	2	2	2	2
Information Technology Specialist	2EXXX	CIV	1	1	1	1	2	2	2	2	2
Management Analyst	2EXXX	CIV	1	1	1	1	1	1	1	1	1
Equipment Specialist (Electronic)	2EXXX	CIV	1	1	1	1	1	1	2	2	3
Power Support Systems Supervisor	3EXXX	CIV	1	1	1	1	1	1	1	1	1
Power/Reefer Support Sys Mech	3E0XX	CIV	1	1	1	1	1	1	1	2	2
Supply Technician	2SXXX	CIV	1	1	1	1	1	1	1	1	1
Warehouse Worker	2SXXX	CIV	0	0	1	1	1	1	1	1	1
Materials Handler	2SXXX	CIV	0	0	0	1	1	1	1	1	1
Auto Mechanic Small Shop Chief	2TXXX	CIV	1	1	1	1	1	1	1	1	1
Auto Mech	2TXXX	CIV	0	1	1	1	1	1	1	1	1
TOTALS			9	10	11	12	13	14	15	16	17

NOTE. AFSCs may be adjusted at the discretion of the CBCS Commander.